**FINAL REPORT**

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| **GRANTEE:** |  |
| **GRANT AGREEMENT No.:** |  |
| **DATED:** |  |
| **GRANT PROGRAMME:** |  |

***INSTRUCTIONS****:*

Please use the following format for your final report. Your report should only be 1-2 pages, but

Please be sure to respond to all of the required items in the narrative report and supply all of the supporting documentation as required.

You must submit photos and copies of translation agreement, receipts with this final report. Failure to submit this form will prevent your organization from applying for grants in the future.

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| **Narrative Report** |

1. Please briefly outline your original goals and objectives, as stated in your GRANT proposal.
2. What progress have you made toward your original goals and objectives? What activities led to meeting these goals and objectives?
3. Provide a brief summary of the GRANT PROGRAMME: what was done, how, and by whom.
4. Were there any problems or unanticipated results, either positive or negative? What did you learn because of this GRANT?
5. Will you make any changes based on these results?
6. If this GRANT was used to establish a new program, what are your future plans for sustaining this program?
7. Describe the impact this grant has made in your organization/program.
8. Are there any other important outcomes as a result of this GRANT?
9. Do you have any plans to share your results or findings? How?
10. Please include any other information that you believe is important.
11. You should also include copies of press releases, reviews, brochures, photos from the presentations of the book, a list of bookstores where the book is or other similar information as part of your final report.

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| **Financial Report** |

1. Describe specifically how the GRANT funds were used.
2. Please attach an income and expense statement for this GRANT PROGRAMME.
3. Please feel free to include a narrative for any of your expenses and income, if necessary.
4. If you received other grants or other financial support for this GRANT PROGRAMME, please include a list of additional funders, including amounts received for this GRANT PROGRAMME.

By signing below, I certify that the information contained in this report is true and correct to the best of my knowledge.

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| SIGNATURE: |  | DATE: |  |
| NAME: |  | | |
| TITLE: |  | | |